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21 JUL 1976

MEMORANDUM FOR: Deputy Director for Administration

FROM : Robert W. Gambino  
Director of Security

SUBJECT : Fighting Inflation and Reducing  
Daily Operating Costs

REFERENCE : Memorandum from DDA, dated 3 June  
1976, Same Subject (DDA 76-2736)

1. This memorandum is for information only.

2. Pursuant to reference, the Office of Security submits the following annual report for the period ending 30 June 1976.

a. Rented [redacted] communications STATINTL equipment used at Headquarters and in each of the [redacted] Offices was replaced with Agency owned equipment. Also, a constant monthly line rate payment is now made instead of specific charges for each message. The figures below represent an adjustment from those previously offered and were reached after actual expenses proved at variance with estimates.

Group I Savings (final report for FY 1976):  
\$10,200

Group II Savings (expected on annual basis  
for future fiscal years):  
\$10,200

b. The compartmented program indoctrination of personnel of the U. S. Department of Interior, Geological Survey Office, Reston, Va. and of the Department

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of Justice have been delegated to the two offices involved. The Department of Justice agreement is very recent and does not figure in FY 1976 reporting. The estimate of savings in staff hour and transportation costs is:

Group I Savings: \$750

Group II Savings: \$1500

c. A special compartmented oath was implemented for use within the Office of Training for individuals requiring temporary access for short term training programs. The procedure eliminates paper work and formal briefings.

Group I Savings: \$500

Group II Savings: \$500

d. A monthly computer run sent to DDS&T/OD&E listing employees of that component cleared for codeword access is now provided in the form of microfiche instead of an IBM paper printout. Savings in the cost of microfiche as opposed to paper are:

Group I Savings: \$155

Group II Savings: \$1860

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e. Five alarm systems  were converted from leased systems to Agency owned and General Services Administration serviced systems. The conversions will save \$2840 in annual leasing costs. One time purchase costs in FY 1976 were approximately \$3125. Thus there was a net increase in costs of approximately \$285 in FY 1976. Thereafter, a savings of \$2840 will be realized. Similar conversions of six additional alarm systems were not completed in FY 1976 and do not figure in this report.

Group I Savings: None

Group II Savings: \$2840

f. Federal Protective Officers have been utilized in the past to augment the escort of workman in Headquarters at an overtime rate of \$13.33 per hour.

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\* To reduce this cost, more contract employees have been hired as escort officers at an hourly rate of \$5.

Group I Savings: \$52,000

Group II Savings: \$64,000

g. Security Records Division personnel have developed the capability to perform protective maintenance on mobile shelving. In FY 1976, corrective maintenance was accomplished 33 times at a savings of \$400 on each occasion. It is estimated that an average of 30 such actions will be required during each future year.

Group I Savings: \$13,000

Group II Savings: \$12,000

h. A policy decision was made to not create security index records and file material on one type of access approval of which an average of 850 per year are processed. In addition to staff-hour, computer time, paper and storage space savings, the procedure will result in an indefinite cumulative saving.

Group I Savings: \$4340

Group II Savings: \$6000

i. As of March 1976, a program was initiated to identify security dossiers which meet purge criteria. At the close of FY 1976, 3452 such dossiers had been identified and earmarked. Before this program, the dossiers would have been microfiched at a cost of \$5 in equipment and salary. The cost of fiching and of future review to identify dossiers which may be purged has been obviated.

Group I Savings: \$17,260

Group II Savings: \$40,000

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